

## Turfnyc Standard Operating Procedures

Pursuant to New York State law, Turfnyc is required to publish its Standard Operating Procedures that detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from a Turfnyc agent.

Turfnyc agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification:** Turfnyc requires Prospective Buyers to provide identification to work with a Turfnyc agent.
- **Buyer Representation Agreement:** Turfnyc requires Prospective Buyers to sign an exclusive buyer representation agreement to work with a Turfnyc agent.
- **Prospective Buyer Evidence of Pre-Approval:** Turfnyc requires Prospective Buyers to provide confirmation of a loan or mortgage pre-approval prior to attending a showing or open house and in order to work with a Turfnyc agent.